

DATE: DECEMBER 13, 2013
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IMAGING OPERATOR 1
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
OFFICE OF JUDGES
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: THE WORKERS' COMPENSATION OFFICE OF JUDGES IS LOOKING FOR AN INDIVIDUAL TO FILL A POSITION IN A FAST-PACED LEGAL ENVIRONMENT. THE SUCCESSFUL CANDIDATE SHOULD POSSESS STRONG ORGANIZATIONAL SKILLS AND BE DETAIL ORIENTED. THIS POSITION IS AN INTERGAL PART OF THE OOJ SUPPORT UNIT AND THE ABILITY TO MULTI-TASK IS ESSENTIAL. THIS EMPLOYEE WILL BE RESPONSIBLE FOR RETRIEVING ADMINISTRATIVE LAW JUDGE DECISIONS AND ORDERS FROM OUTSIDE VENDOR TRANSCRIPTION SOFTWARE AND SENDING NOTIFICATIONS TO THE JUDGES THROUGH OUR ADJUDICATION INFORMATION MANAGEMENT SYSTEM (AIMS). JOB DUTIES INCLUDE PREPARATION OF REPORTS IN EXCEL DOCUMENTATING THE NUMBER OF PAGES OF DECISIONS AND ORDERS RECEIVED FOR EACH JUDGE BY CLAIM NUMBER FOR USE IN VERIFICATION OF VENDOR INVOICING. THIS POSITION IS RESPONSIBLE FOR RESEARCHING RETURNED MAIL, UPDATING ADDRESSES OF CLAIMANTS AND REFERRING RETURNED MAIL FROM EMPLOYERS, ATTORNEYS AND TPAS TO THE OOJ DATA MANAGEMENT TEAM. POSITION IS RESPONSIBLE FOR ASSISTING WITH ALL OUTGOING MAIL FUNCTIONS INCLUDING RETRIEVAL OF DOCUMENTS FROM OUTGOING MAILROOM PRINTERS, SORTING, FOLDING AND PLACING IN ENVELOPES OR BULK MAIL BINS AS WELL AS KEEPING ALL OUTGOING PRINTERS STOCKED WITH PAPER AND ENVELOPES.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: ONE YEAR OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE USING PC BASED SOFTWARE SUCH AS WORD PROCESSING, DATABASE OR SPREADSHEET OR IN ELECTRONIC DOCUMENT MANAGEMENT IMAGING OR SCANNING DOCUMENTS.

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SUBSTITUTION: THREE SEMESTER HOURS OF COMPUTER SCIENCE FROM AN ACCREDITED COLLEGE OR UNIVERSITY OR COMPLETION OF A FORMAL TRAINING PROGRAM IN DATA PROCESSING OR RELATED FIELD FROM A BUSINESS OR VOCATIONAL SCHOOL MAY SUBSTITUTE FOR THE EXPERIENCE.

SALARY: PAY GRADE 006 \$19,488.00 - \$36,060.00

DEADLINE: DECEMBER 24, 2013

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
KATHRYN MULLINS
INSURANCE COMMISSION
1124 SMITH STREET
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER INS140017 ON APPLICATION